



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

8500 N. ATLAS ROAD
HAYDEN, IDAHO 83835
<http://www2.state.id.us/phd1>

**DISTRICT 1 BOARD OF HEALTH MEETING
AND PUBLIC HEARING
8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835
April 24, 2008
Minutes**

Board Members Present:

Marlow Thompson, Chairman
Chris Beck, Vice Chairman
Allen Banks, Ph.D.
Sharon Connors
Walt Kirby
Dale VanStone
Richard McLandress, M.D.

Staff Present:

Jeanne Bock
Mary DeTienne
Jim Fenton
Mashelle Kenney
Dale Peck
Lora Whalen

Guests Present:

Jerry Mason

Chairman Thompson called the Board of Health meeting to order at 1:00 p.m. and suggested that the Board amend the agenda to add an Executive Session after the Director's Report, to discuss Legal Matters pursuant to IC 67-2345(f).

MOTION: Ms. Connors moved to include an Executive Session after the Director's Report to discuss legal matters pursuant to IC 67-2345(f); seconded by Dr. Banks. All in favor; passed unanimously. Motion carried.

Review of Minutes—March 27, 2008, Board of Health Meeting— Marlow Thompson

Chairman Thompson asked if there were any corrections or changes to the minutes of the March 27, 2008, Board of Health meeting.

MOTION: Mr. Kirby moved to approve the minutes of the March 27, 2008, Board of Health meeting; seconded by Dr. Banks. All in favor; passed unanimously. Minutes approved as submitted.

FY 09 Public Hearing on Fee Increases – Marlow Thompson

- Family and Community Health (FACH) fee increases were posted in the newspaper of record in the five northern counties for two consecutive weeks, one week prior to today's public hearing. Chairman Thompson made three calls for comments and there were no public comments to the fee increases for FACH as published.
- Environmental Health (EH) fee increases were posted in the newspaper of record in the five northern counties for two consecutive weeks, one week prior to today's public hearing. Chairman Thompson made three calls for comments and there were no public comments to the fee increases for EH as published.

MOTION: Ms. Connors moved to approve the Family and Community Health and the Environmental Health fee increases as posted in the newspapers of record in the five northern counties; seconded by Dr. McLandress. All in favor; passed unanimously. Motion carried.

Fiscal Report – Jim Fenton

▪ **PAC Loan Update**

Mr. Fenton received word from Mr. Ferguson that PAC is ready to loan the funds. Mr. Fenton reviewed three loan options for a 5-year fixed rate of 6.25%; 3-year fixed rate of 5.50% or 2.5-year fixed rate of 5.30%. Mr. Fenton recommends choosing the 5-year rate and paying off the loan at the end of 5 years.

The prepayment penalty was confusing in the original contract, and they are willing to change the prepayment penalty to specify that prepayment is not at the sole discretion of the bank.

MOTION: Mr. Kirby moved to accept Mr. Fenton's proposal to use PAC's financing for the five-year term; seconded by Mr. Beck. All in favor; passed unanimously. Motion carried.

▪ **FY08 Budget Monthly Report**

Cash balance at the end of March was \$3,063,000. Licenses and fees are still below budget, however, the Aquifer Protection District payment in the amount of \$214,000 was received from Kootenai County. Personnel expenditures and operating expenditures were under budget by 3%.

Chairman Thompson wishes for the Board to acknowledge receipt of the division reports at all Board meetings from now on.

MOTION: Dr. Banks moved to acknowledge receipt of the division reports, including Fiscal, Home Health; Environmental, Response and Technology; and Family and Community Health; seconded by Ms. Connors. All in favor; passed unanimously. Motion carried.

Director Report – Jeanne Bock

▪ **FY09 Budget Proposal**

Ms. Bock and Mr. Fenton are scheduled to meet with all of the county commissioners on the following dates and times:

- April 28, 11:00 a.m. Benewah County (Chairman Thompson will attend as well)
- April 30, 11:00 a.m. Shoshone County (Ms. Connors was asked be present)
- May 5, 10:00 a.m. Kootenai County (Mr. Beck or Dr. McLandress were asked to be present)
- May 6, 11:00 a.m. Boundary County (Mr. Kirby was asked to be present)
- May 6, 3:00 p.m. Bonner County (Mr. Van Stone or Dr. Banks were asked to be present)

Mr. Fenton presented the proposed budget for FY09. Some of the major budget assumptions for FY09 were a significant reduction in staff through attrition; increased health insurance cost; no construction projects; and principal and interest on the St. Maries building. The proposed budget total for FY09 is \$11,155,000, a decrease of 16% from FY08.

With a 3% increase from the counties, the allocation percent per county is as follows: Benewah: 3.83%; Bonner: 21.83%; Boundary: 4.65%; Kootenai: 64.25%; and Shoshone: 5.44%.

MOTION: Dr. McLandress moved to approve the FY09 budget as proposed by Mr. Fenton; seconded by Mr. Kirby. All in favor; passed unanimously. Motion carried.

▪ **IAB Resolutions (3)**

- Nurse Family Home Visitation In Idaho – An evidence-based practice program. The Resolution is to gather stakeholders and get the process started for this program.

MOTION: Mr. VanStone moved that the Board approve the Nurse Family Home Visitation in Idaho resolution; seconded by Dr. McLandress. All in favor; passed unanimously. Motion carried.

- Food Establishment License Fee

MOTION: Mr. Beck moved to approve Food Establishment License Fees resolution; seconded by Mr. Kirby. All in favor; passed unanimously. Motion carried.

- Midwifery Voluntary Licensure Resolution

MOTION: Dr. McLandress moved to approve the Midwifery Voluntary Licensure resolution; seconded by Ms. Connors. Five in favor, one opposed. Motion carried

▪ **Policies**

Ms. Bock is requesting the Board's consensus on the addition of Flex-time into Policy 3-9, Overtime and Hours of Work; and a change to the Default Codes Policy 4-2. Ms. Bock is requesting the Board's approval of changes to the Tobacco Free Environment Policy 1-9, that would make all PHD facilities tobacco free facilities. Ms. Bock is also requesting the Board's approval of the new Driver's License Requirement and Reporting Changes Policy 3-17.

MOTION: Mr. Beck moved to approve the changes to the Overtime and Hours of Work Policy, the Default Codes Policy and the Tobacco Free Environment Policy, as well as approve the new Driver's License Requirement and Reporting Changes Policy; seconded by Mr. Kirby.

Discussion: Mr. Mason asked in regards to the Tobacco Free Environment Policy, what will happen if someone is observed smoking on campus. Ms. Bock stated that all employees will have ability to ask anyone to extinguish their cigarettes. Chairman Thompson explained that the Tobacco Free Environment policy is offering information, education and assistance to anyone that wants to quit smoking. The effective date for this policy is July 1, 2008. PHD will work with the area neighbors informing them that PHD employees should not be smoking in the neighborhoods.

Also, Ms. Bock added that flexing one's schedule is for the benefit of the division or workplace and will be considered upon request.

Chairman Thompson called for the question: All in favor; passed unanimously. Motion carried.

▪ **IAB 09 – Draft Agenda/Theme**

Ms. Bock asked the Board if it would be acceptable to have IAB in September 09 next year. The Board agreed that September would be fine; however, we need to ensure it does not conflict with IAC.

Executive Session to Discuss Legal Matters - Pursuant to IC 67-2345(f) and Litigation

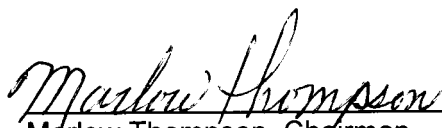
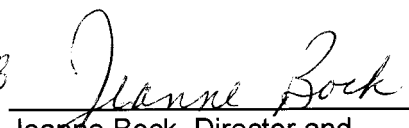
MOTION: At 2:23 p.m., Mr. Beck moved that the Board go into Executive Session to discuss legal matters pursuant to Idaho Code 67-2345(f); seconded by Mr. Kirby. Roll call was taken: Chairman Thompson, Mr. Beck, Dr. Banks, Ms. Connors, Mr. Kirby, Dr. McLandress, and Mr. VanStone were all present. All were in favor of the motion; passed unanimously. Motion carried.

At 2:35 p.m., the Board returned to regular session.

MOTION: Mr. Beck moved to support the actions of PHD staff to carry out enforcement of ICP and District adopted rules and regulations; seconded by Mr. Kirby. All in favor; passed unanimously. Motion carried.

There being no further business, the meeting adjourned at 2:35 p.m.

Adjourn

	
Marlow Thompson, Chairman	Jeanne Bock, Director and Secretary to the Board
05-22-08	5/22/08
Date	Date

PUBLIC NOTICE

Public Notice is hereby given that the Panhandle Health District will meet on Thursday, April 24, 2008, at 1:00 p.m., 8500 N. Atlas Road, Hayden, Idaho, for the purpose of adopting the following fee revisions for Family and Community Health and Environmental Health divisions. Any citizen may appear for public comment regarding any of these proposed fee increases.

Family and Community Health Division Fee Changes (Changes only)

	Current FY08 Fee	Proposed FY 09 Fee
Family Planning Services (last revised FY 08)		
IUD Insertion	\$0-\$166	\$0-\$197
All Other Family Planning Services	\$0-\$117	\$0-\$126
STD Services	\$28-\$69	\$30-\$76
Child Immunizations (<i>No child denied vaccines for inability to pay</i>)		
Immunizations Services	\$10-\$14	\$14
Adult Immunizations Administration fee +cost of vaccine	Administration Fee	Administration Fee
1 Vaccine	\$35	\$25
2 Vaccines	\$35	\$45
3+ Vaccines	\$35	\$55

Family and Community Health fees are based upon the actual cost of providing the service.
Family Planning services are offered using a sliding scale that is based on client income.

Environmental Health Division Fee Changes (Changes only)

	Current FY08 Fee	Proposed FY 09 Fee
Sewage Disposal		
Single Residence Subsurface Sewage Site Evaluation	\$500	\$580
Single Residence Subsurface Sewage Permit	\$260	\$280
Two-Party Subsurface Sewage Site Evaluation	\$550	\$630
Two-Party Subsurface Sewage Permit	\$300	\$320
Subdivision Plat Review Fee	\$100	\$200